



Responsibility Checklist for Principal and Program Director

Directions: The principal and afterschool program coordinator should complete this checklist together. Review the tasks in Column 1, then indicate who will be responsible, the principal or program director, or whether it will be a shared responsibility. If shared, decide how it will be shared. It might be advisable to review this checklist two or three times a year.

Task	Responsibility of Principal	Responsibility of After-School Program Director	Shared Responsibility (indicate how)
1. Secure space for afterschool activities.			
2. Inform classroom teachers that their classrooms will be used. (Don't forget classified staff, particularly custodians.)			
3. Provide supplies and materials for afterschool programs (e.g., paper, copier, books, computers, postage, laminator).			
4. Handle discipline issues that arise in the afterschool program.			
5. Communicate with families about content of the afterschool program (e.g., develop brochures, etc.).			
6. Recruit students for afterschool programs.			
7. Decide which activities will be provided.			
8. Involve school staff in curriculum and activity development.			
9. Hire and supervise afterschool program staff.			
10. Register/orient participants in after-school programs.			
11. Communicate with classroom teachers (and families) about homework.			
12. Provide professional development for afterschool staff members.			
13. Manage the afterschool budget.			
14. Collect fees from students and develop/raise program funds.			
15. Develop an evaluation framework; collect and analyze data; share evaluation results.			
16. Share information about the program with the school community, the board of education, and the general public..			

Adapted from *Leading After-School Communities: What Principals Should Know and Be Able to Do*, National Association of Elementary School Principals (NAESP), 2006, pp. 44-45, and *Beyond the Bell: A Principal's Guide to Effective Afterschool Programs*, Learning Point Associates, 2005, pp.26-27.